

ARCHITECTURAL & ENGINEERING SERVICES REQUIRED

PROJECT: Annual Services Contract for Environmental Services

DESCRIPTION OF SERVICES: The City of Virginia Beach is soliciting statements of interest and qualifications from architectural/engineering firms for the provision of environmental services for City projects, facilities, initiatives, and other purposes. Services will include, but not be limited to, performance of environmental site assessments, regulatory guidance, jurisdictional wetland delineations, permit processing, preparation of environmental documents, groundwater and surface water quality analysis and monitoring, soils analysis and monitoring, and indoor air quality studies. Services will also include engineering, planning, project management and other services to support the City's underground and above ground storage tanks (UST and AST) installation and maintenance program including civil, environmental, geotechnical, structural, costing engineering, value engineering, and technical and clerical support. Services will be provided under an annual services contract, renewable annually for two additional years for a total of three years. The maximum amount for any work order and the annual maximum shall be in accordance with §2.2-4301 of the Code of Virginia as amended. There is no guarantee of the amount of work that shall be authorized. It is the intention of the City to select two A/E firms for two separate contracts with this solicitation.

QUALIFICATION REQUIREMENTS: The successful firm must have specialized experience in the field of environmental engineering, significant experience with environmental regulations and regulatory processes, and a history of successful performance on related projects. Proximity of the firm to Virginia Beach is an important selection criterion due to the requirement for extensive field investigation and related travel. Familiarity with the hydrology, soils, vegetation and topography of the Tidewater area is also important. Demonstrated knowledge of appropriate UST/AST regulations is critical. Professional reputation and previous acceptance of qualification by the various environmental regulatory agencies including the U.S. Army Corps of Engineers, the Virginia Department of Environmental Quality, the U.S. Fish and Wildlife Service, the Virginia Marine Resource Commission, the Virginia Department of Conservation and Recreation, and the Environmental Protection Agency, will be significant factors considered by the selection committee.

SELECTION CRITERIA: The selection criteria requires: (1) Professional qualifications of staff assigned; (2) Specialized experience in the type of work required; (3) Familiarity with project and conceptual approach proposed to address those requirements; (4) Quality of past performance on similar projects; (5) Experience and qualifications of any consultants; (6) Evidence of cost control effectiveness; (7) Current volume of work that could affect ability to complete the work on time; (8) Accessibility of the project team to the project site; (9) Capability to provide aesthetic design features in keeping with the City and community goals for a quality outcome; and (10) Demonstrated ability for a high degree of public participation and related coordination for input and resolution of project issues.

PROPRIETARY INFORMATION: Offerors are advised that Section 2.2-4342 of the Code of Virginia, i.e., the Virginia Public Procurement Act, shall govern public inspection of all records submitted by the Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342, Offeror shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is needed. Furthermore, the Offeror shall submit proprietary information under separate cover, and the City reserves the right to submit such information to the City attorney for concurrence of the Offeror's claim that it is in fact proprietary. References may be made within the body of the proposal to proprietary information; however, all information contained within the body of the proposal not labeled proprietary or otherwise not meeting all three of the requirements of Section 2.2-4342 shall be public information in accordance with State statutes.

IN ORDER FOR A RESPONSE TO THIS RFP TO BE CONSIDERED, THE RESPONSE MUST CONTAIN A COMPLETE WOMAN AND MINORITY PARTICIPATION PLAN. FAILURE TO SUBMIT A WOMAN AND MINORITY PARTICIPATION PLAN THAT ADDRESSES EACH ELEMENT MAY RESULT IN A RESPONSE BEING DECLARED NON-RESPONSIVE. EVERY OFFEROR, INCLUDING ANY CERTIFIED MBE, SBE, AND/OR DBE, MUST SUBMIT A COMPLETE WOMAN AND MINORITY PARTICIPATION PLAN IN ACCORDANCE WITH THE FOLLOWING PARAGRAPHS.

MBE PARTICIPATION: It is the policy of the City of Virginia Beach to encourage the participation of minority and woman-owned businesses in city procurement activities. In furtherance of this policy the City adopted sections 2-224.1 through 2-224.8 of the City Code on February 28, 1995 (commonly referred to as the "Minority Procurement Ordinance"). City Council amended sections 2-224.1 through 2-224.8 of the City Code on April 4, 2006.

Pursuant to Section 2-224.3, in order for a response to this RFP to be given further consideration, the offeror must provide a Woman and Minority Participation Plan setting forth at a minimum: (a) The good faith minority and woman-owned business participation efforts which the bidder has undertaken in the past two years; (b) Whether the offeror intends to utilize any subcontractors; (c) What, if any, woman-owned and minority-owned subcontractors the offeror intends to utilize; (d) The work to be performed by each woman and minority -owned subcontractor; (e) The anticipated amount or percentage to be paid to each woman and minority-owned subcontractor; (f) The composition of the offeror's workforce, specifically indicating the percentage of woman and minority employees in their company; (g) The percentage of woman and minorities in management positions, supervisory positions, professional positions, and non-professional positions; (h) What steps the offeror has taken to solicit subcontracting bids from woman-owned and minority-owned subcontractors; (i) Which woman-owned and minority-owned businesses the offeror has solicited; (j) If the offeror has elected not to utilize a woman-owned or minority-owned subcontractor, an explanation of the decision; and (k) Any additional Good-faith Minority-owned and Woman-owned Business Participation Efforts the offeror intends to make in connection with the contract. If, in the statement submitted in response to subsections (a) through (k), Offeror indicates that it has not undertaken any good faith minority-owned business participation efforts in the past and/or does not intend to undertake any such efforts in connection with the performance of this contract, Offeror must also submit a statement setting forth the reasons why it has not undertaken such efforts in the past and/or does not intend to undertake them in connection with the performance of this contract. Woman and Minority Participation Plan forms are available on the City of Virginia Beach Purchasing Division's website, located at http://www.vbgov.com/file_source/dept/finance/Minority%20Business%20Council/Document/pur_bsd_minority_participation_plan_rfps_sept_5_2006.doc and by contacting the City of Virginia Beach Purchasing Division at (757) 385-4438.

OFFEROR MUST ADDRESS ALL ELEMENTS OF THE WOMAN AND MINORITY PARTICIPATION PLAN IN ITS RESPONSE TO THE RFP. If detailed responses to elements (c), (d), and (e) are not practicable at this stage due to uncertainty as to the precise scope of the project, please indicate that the specifics are unknown at this time. The successful offeror shall update the Woman and Minority Participation Plan with detailed responses to all elements prior to execution of the contract with the City. FAILURE TO SUBMIT A COMPLETE WOMAN AND MINORITY PARTICIPATION PLAN WITH THE PROPOSAL MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE.

Statements of Interest and qualifications should be limited to 25 pages. Interested parties should submit statements of interest and qualifications (**Seven copies**) to Mr. John E. Fowler, P.E., City of Virginia Beach, City Engineer's Office, 2405 Courthouse Drive, Building 2, Room 345, Virginia Beach, Virginia 23456 no later than 5:00 p.m., March 19, 2010. For additional information, contact Jeff S. Waller at (757) 385-4131.

Notice of intent to award any contract resulting from this RFP will be publicly posted for inspection at the City of Virginia Beach, City Engineer's Office, 2405 Courthouse Drive, Building 2, Room 345, Virginia Beach, Virginia.

THE CITY OF VIRGINIA BEACH DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.